

DISPATCHCLASSIFICATION
SECRET

PROCESSING

TO	<input type="checkbox"/>	PROPOSED	MARKED FOR INDEXING	ACCOMPLISHED
INFO.		X	NO INDEXING REQUIRED	
FROM	Chief, WH:		ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING	
SUBJECT	Open Shelf Filing		ABSTRACT	
ACTION REQUIRED - REFERENCES			MICROFILM	

Reference: ☐ dated 8 January 1963

1. The reference request was delayed a few days for consultations with Headquarters elements to determine availability from stock and to assure the shipment of the most suitable materiel.

2. It has been determined that shelving in stock would not be suitable and your request is being processed for procurement action. You will be advised of delivery dates through the routine distribution of logistics documents.

3. During the consultations it was brought out that Headquarters experience indicated that some open shelf filing systems could not be used after having been moved with files intact from one building to another. As far as can be determined none of these systems were manufactured by Tab Products Co. and it is noted that this company stresses the mobility of its product in their brochures. However, it is suggested that before attempting to move all the station files to the new building, that one five compartment cabinet be loaded with the equivalent of files and that it be subjected to the rigors to be experienced in the move to determine whether or not the cabinets can be moved without emptying the contents.

4. The quantity requested seemed rather large to some of the Headquarters reviewing elements but these elements were assured that everything was being done to retire files and keep the total volume of files within bounds commensurate with increasing operational responsibilities.

END OF DISPATCH

DATE TYPED 22 Jan 1963		DATE DISPATCHED	
CROSS REFERENCE TO		HEADQUARTERS FILE NUMBER	
CLASSIFICATION SECRET			
ORIGINATING			
OFFICE WH	OFFICER	TYPIST	EXT
COORDINATING			
OFFICE SYMBOL	DATE	OFFICER'S NAME	
RELEASING			
OFFICE SYMBOL C/WH	DATE 22 Jan 63	OFFICER'S SIGNATURE	

DISPATCH